

Work Study Job Description

Job Title	Development Assistant
Department Name	Henry Art Gallery
Job Location	Henry Art Gallery - Seattle Campus
Pay Rate	\$9.19 - \$10.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Ashraf Hasham
Phone Number	206-221-3244
Email Address	ashrafh@henryart.org
Website	http://henryart.org/
Box Number	351410

Nature of Organization

Henry Art Gallery is a center for contemporary art and ideas, and is the only dedicated contemporary art museum in our region, located on the UW Campus.

Duties and Responsibilities

Assist the Henry Development department, embedded within the larger External Relations team, with administrative tasks related to fundraising, membership, and special events.

Duties include membership gift processing, database upkeep, fulfilling membership donation requests, preparing and conducting mass mailings, assisting in event set-up, word processing, copying, filing, paper shredding, and various related errands.

Work hours are flexible, but the student must be reliable and able to communicate any time changes in advance. Occasional evening special event work may be available, such as exhibition previews and off-site stewardship events and art parties.

Minimum Qualifications

- Competent with Microsoft Word, Excel, and Outlook
- Willingness to learn new skills and specialty software
- Excellent communication skills and ability to follow-up
- Strong interest in museum administration, contemporary art, fundraising, and/or non-profit management
- Ability to maintain strict confidentiality is of utmost importance
- Must be a motivated worker with ever-curious, positive energy and good people skills, willing to go the extra mile

Educational Benefits

The student will have the opportunity to work, participate, and learn about the day-to-day operations and functions of an art museum and interact with professional staff. The student will learn about non-profit fundraising and development at large. The student will also gain general office and computer skills that are transferable to any business and/or professional environment, and will participate in event execution with a fun and dynamic staff.

How to Apply

Email a resume and statement of interest to Ashraf Hasham at ashrafh@henryart.org.

Job Number: HART11 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: y | Program:
Federal